

MERSEY VALE PRIMARY SCHOOL GOVERNING BOARD MINUTES

SPRING TERM 2018

Date: 19th March 2018
Time: 5.30 pm
Venue: The School

GOVERNORS PRESENT

Dr W Goundry (Chairperson), Mrs J Mullane (Headteacher), Mrs J Jones, Ms A Harrington, Mr S Farrell, Mrs M Jennings-Aziz, Mr S Bray

IN ATTENDANCE

Ms C Varetto Associate Member
Mrs J Hill Clerk

1. SCHOOL IMPROVEMENT ADVISER PRESENTATION – ASP DATA

The School Improvement Adviser, Tom Gadsby gave a presentation on Analysing School Performance (ASP) and the school's assessment data, including how the average scaled score is calculated at the end of KS2, following the national formula. Each individual child's score is compared nationally to children achieving similar KS1 scores and then averaged to give an average scaled score. These scaled scores for the attainment of the cohort are converted to a progress score to analyse progress from KS1 to KS2. The national average is 0, so a score above 0 demonstrates the school is above the national average, below 0 demonstrates it is performing below the national average.

Mr Gadsby also highlighted the key areas of focus to consider and question when analysing and interrogating the data. Mr Gadsby showed governors the trends for outcomes over the past three years, highlighting the progress of groups as well as how it can show the progress of individual children and identify those that need additional support.

Mr Gadsby completed his presentation and withdrew from the meeting at 6.45pm.

2. WELCOME AND APOLOGIES FOR ABSENCE

Governors were welcomed to the meeting. Apologies for absence were received from Mr Gill, Mrs Mohammed and Cllr McGee and for early departure from Mr Bray; these were accepted by the governing board.

3. DECLARATION OF BUSINESS INTERESTS

Governors were asked to declare any business, financial or personal interests; there were not any declarations. Governors were reminded that they should declare any interest which arose during the meeting.

4. BUSINESS

a) Previous Governing Board Minutes

It was RESOLVED that the minutes of the meeting held on 27th November 2017, copies circulated previously, be approved and signed by the Chairperson and authorised for publication.

There were not any further matters arising.

f) Policy Review Document

This item was not discussed.

5. RESOURCES

a) Approval of the Budget 2018/19

The first version of the proposed budget was circulated to governors and it was noted that funding is becoming tighter. The two main reasons are reduced pupil numbers and increased staff costs. Pupil numbers had dropped from 214 to 205 which has a financial impact of approximately £21,000; staff costs have increased by £30,000. This year, the school should be able to carry forward the maximum amount it can, which is approximately £118,000 (2017/18); this has been built in to the current budget. The new financial year's budget will result in a carry forward of approximately £66,000. The carry forward figures assume that all cost centres spend all allocated funds, but in reality this does not always happen, as allowances are built in for additional staff, building works or exceptional purchase costs. Dependent on pupil numbers, funding should be sufficient for the next couple of years, but it is unknown thereafter. Pupil numbers can change, plus there is potential for the expansion of the school, and all items would need to be reappraised if that were to happen.

Governors noted that the Schools Financial Value Standard (SFVS) report needs to be prepared, it has previously been circulated to the Resources committee. The School Business Manager advised that SFVS is a self-appraisal of school's checks on its financial systems and that everything is compliant.

b) To Consider and Approve any Changes to the Buyback of Local Authority Services

There has not been any change to previous buybacks, a document was circulated to governors detailing what is bought back. There are a few exceptions that are not procured from the Local Authority (LA) such as grounds maintenance, property maintenance or supply teachers. Supply insurance is however procured from the LA, along with HR and essentials like information guidance which covers GDPR (General Data Protection Regulation). The school bought back in respect of GDPR to ensure it is compliant; the school has to complete a self-assessment audit. If the school has good systems in terms of data protection it is just a case of building on to those. Once the return has been done, the school will receive a report back. Three members of the governing board are due to attend GDPR training the following week.

The number of pupil premium pupils has decreased due to universal infant free school meals. Governors were advised that there was software available that runs from SIMS asking parents to complete a form which would provide sufficient information to check for eligibility for free school meals (FSM), and rechecks this on a fortnightly basis. This would be really useful and may help a great deal, particularly to include those who are eligible under Ever6 which is for pupils who were previously eligible for FSM but no longer are, the school would still receive pupil premium for six years after they cease to be eligible for FSM. The School Business Manager advised he had spoken to his counterparts at similar primary schools to discuss the system. He is also trying to buy the software with a group as a discount is provided if five schools sign up. Governors agreed to the purchase of 30 laptops which will cover Year 5 and 6, this is brought forward from the next financial year.

Mr Bray withdrew from the meeting at 7.15pm.

c) Scheme of Delegation Form 2018/19

This was signed by the Chair, governors agreed to this, there was not any change from previous years.

6. LEADERSHIP TERMLY REPORT

The Headteacher's Report had been circulated to the governors prior to the meeting and questions were invited:

Pupil premium: *is it harder to see if pupils in receipt of pupil premium are performing better or worse because the system has changed?* It is very difficult to compare year on year, this is a small cohort and out of 28 pupils, 9 are in receipt of pupil premium; in addition, there may be other factors and barriers preventing good progress. Prior attainment from KS1 also needs to be reviewed. When data is analysed, the story behind each child is looked at and discussed with teachers. The pupil premium funding data is published on the website as this is a mandatory requirement, and the document is a standard national format. Review meetings have been introduced to help parents achieve a better understanding of how pupil premium funding is spent, as many also have special educational needs. There are three meetings per year which are separate from the parents' evening meetings; the support plan is discussed at the meeting and the teaching assistants (TAs) also attend. The Headteacher advised she will ask the pupil premium leader to undertake some work on progress and attainment for pupil premium pupils and report back to the summer term governing board meeting as part of the leadership report.

ACTION

The Headteacher advised that her report format will be changing to make it more cohesive; the report from Tom Gadsby feeds into the Headteacher's report and this is a standard format from the LA.

The science show at Priestnall was cancelled unfortunately, due to a lecturers' strike and not being able to obtain the chemicals; it was disappointing as the pupils had been looking forward to it.

Tom Gadsby is involved in supporting the school with the writing assessment for Year 2 and Year 6 pupils.

There are currently two looked after children (LAC) at the school, both are looked after by members of their family, but they are still classed as LAC. ***Does the school have the right support available?*** One has occurred only very recently and may need to leave the school due to locality.

Teaching and learning reviews: all teachers are observed for a one-hour lesson, so the lesson is seen in its entirety; this is then followed by a half hour feedback session to discuss/draw out strengths and targets and a discussion is held about pupil progress. This process then links in to the teacher appraisal process; it does take up a great deal of time but is a worthwhile investment in a teacher.

Peer support sessions: it had been hoped to carry these out this week, but they had to be postponed until early in the summer term.

Physical interventions: four interventions had had to be carried out and there had been one fixed term exclusion all for the same child over a very short period of time. ***Is the child alright now?*** Yes, but it was a challenging time for both the child and the school; support is in place and the child has been much better since.

Attendance: this is at the highest it has ever been and at 95.4% it is almost at the national target of 96%. There are a number of initiatives in place to support attendance, particularly for the end of year. ***Would it be better to look at a whole school reward for attendance?*** It was discussed that the awards ceremony certificates often are left in trays,

so may not be having the right impact. It was agreed that the initiatives should continue in their current form for the remainder of this school year, but perhaps be reviewed in time for next year. Progress has been made in improving attendance, but it was also acknowledged that pupils with serious medical conditions cannot help being off school sometimes. Governors discussed how attendance could be improved further.

The Headteacher had met the previous week with Mrs Jennings-Aziz and Mr Farrell (Attendance Governors) to discuss which parents need to be written to or need educational penalty notices (EPN) sent out. A uniform approach is used for EPNs, data of those who have been absent is reviewed.

Outcomes: this week is assessment week, the data grids in the report are based on results at the end of the autumn term assessment week; the results had been discussed earlier with Tom Gadsby. Writing for middle ability pupils was lower than the school would like and lower than the national average, but results should be higher this year. Additionally, the outcome for disadvantaged pupils needs to be investigated further. There have not been any pupils in Early Years Foundation Stage (EYFS) who have exceeded the standard in Maths for three years; Maths is an overall strength of the school and reading is above the national average.

Inclusion: Mrs Catherine Whitehead, inclusion leader had highlighted interventions taking place this year; the Education Endowment Foundation is considering which interventions are particularly effective and using the data. The Deputy Headteacher advised that as part of this project the Deputy Headteacher and a TA attended a day around interventions and their impacts. The LA will train one teacher and TA in one of their interventions; there is a vast array to choose from, so it is a case of looking at what may be appropriate for the school. From that meeting, the TAs will lead a staff meeting for all support assistants, then make a PowerPoint presentation and help the Deputy Headteacher present to teachers. It was suggested that they attend the Teaching and Learning Committee meeting too.

Community: 30 parents attended a reading workshop for parents which is the most that have ever attended; the positive feedback was really strong. The Friends of Mersey Vale are trying to organise a spring fair; letters have been sent out to every family in school but only two offers of help had been received. It was discussed that those who organise the events may struggle to continue to do so with little support or if one of those parents were to leave. Governors were invited to join the spring celebration and to help judge the Easter bonnet competition.

Careers week: this was interrupted by the weather. One group has made £115 from £5 so far; a governor commented that she had been very impressed with a group communicating to her what they were doing. The pupils made presentations in assembly and the winner will be announced at the spring celebration. One class has been selling ice creams after school, another making coasters, and another relieves (stress balls).

Road safety workshops: these are being held this week, all classes are involved in some way.

The previous week had been good manners week, the pupils who got the most "good manners" tickets were rewarded.

An author had visited the school that day and it had been very popular with a long queue for book signings; this had been organised by a TA.

School Improvement Plan (SIP): a summary of each target had been included with actions from this term and any further targets identified. Thoughts had been given to next year's SIP priorities, writing needs to continue, it would be impossible to fix within a year. In addition, a project around developing staff has been implemented, a working group has just met, visits to other schools are planned but have not yet taken place, and dates have been

set for before the end of the year. These are emerging priorities and it is good to have governor input at a later stage, it can be developed/discussed at committee meetings next term. It was agreed to add this to the agenda for each committee meeting. The Chair commented that usually the targets are phased having three year, two year and one year targets.

ACTION

The Headteacher was thanked for the report and there not being any further questions it was RESOLVED that the Leadership's report be received.

7. STANDING ITEMS

a) School Improvement Plan (SIP) / School Development Plan (SDP) Update

The Chair advised that an overall strategy needs to be distilled, there are a few ideas to be discussed with the Headteacher. The school is outstanding and aspires to maintain this, along with each child reaching their full potential. It was agreed that this should be discussed at the next Steering Committee meeting.

ACTION

b) Appraisal Update

All staff had had interim reviews this term.

c) Report on Racist, Bullying, Homophobic Incidents

There has been one incident of cyber bullying outside of school which the school had dealt with.

The Headteacher reported that there had not been any racist incidents in school during the autumn term. The Clerk provided a nil return form, which was completed and signed by the Headteacher and Chairperson; the Clerk then undertook to return the form to the appropriate section within Services to People.

d) Report on Physical Interventions

The Headteacher reported that there had been four incidents during the autumn term where the use of physical intervention procedures had been necessary; these had been reported to Services to People using the approved recording methods.

e) Young Carers Update

There are currently five young carers at the school; this is reviewed termly.

8. GOVERNOR DEVELOPMENT

Governors who had attended the Govas conference advised that it had been very good, as a borough the LA performs well with attainment and progress, although closing the gap is not as good as it could or should be doing. Governors discussed this.

The National Governors Association (NGA) gave a presentation about being strategic; the governing board and senior leadership team need to plan for where they want the school to be in the next five years. The SIP would then draw from this.

a) Governing Board Development Plan

The development plan should feed from the strategic plan; the steering committee would look at this at the next meeting. The skills audit has been completed so this should also be reviewed.

ACTION

b) Training Feedback

Governors were encouraged to attend training courses made available by Governor Services. As previously mentioned, governors will be attending GDPR training and Esafe training is being undertaken by the Headteacher and support staff.

9 BRIEFING PAPERS FROM STOCKPORT LOCAL AUTHORITY

a) GDPR

Governors noted the guidance.

b) Schools' Finance Update

- SFVS – the governing board noted the requirement to consider the 25 questions and submit a response to the LA by 31.3.18. This will be submitted later this week.

ACTION

c) Ofsted's New Arrangements for Short Inspections

Ofsted had changed how inspections were run, where a small team visited a school for a brief inspection and phoned for more support if needed once at the school; having realised this is not viable, inspectors will now revisit at a later date. This is better for schools, but there is nothing for schools previously judged as outstanding.

d) Early Years Update

Governors noted the guidance.

e) Complaints Resolution Service

Governors noted the guidance.

f) Safeguarding Update

- Governors were made aware of new advice from the Department for Education (DfE) on *Sexual Violence and Sexual Harassment Between Children in Schools and Colleges* (published December 17).
- Governors noted the DfE's consultation, which had now closed, on revisions to the document *Keeping Children Safe in Education*.

g) Wellbeing Strategy for Education

Governors noted the guidance.

h) Admissions Consultation

- Governors noted the consultation which had now closed.

i) Governance Update

Governors noted the guidance.

10. DATES

a) Full Governing Board

Monday 16th July 2018 at 6.00pm

b) Committee Meetings

To be confirmed.

Signed:

Date:

11. OTHER BUSINESSa) Residential Trips

The governing board APPROVED the following residential trips to be undertaken by the school:

Kingswood shortly after Easter; this trip has been run previously, risk assessment has been carried out and approval received from the LA.

b) Health and safety

A date had been set for the termly health and safety walk next term.

With there not being any further business to discuss, the Chairperson thanked everyone for attending and the meeting closed at 8.00 pm.

MERSEY VALE PRIMARY SCHOOL**SPRING TERM 2018 GOVERNING BOARD MINUTES****MEETING ACTION POINTS**

MINUTE POINT	ACTION REQUIRED	ACTION FOR	DATE ACTION TO BE COMPLETED
6	Add SIP planning/review to the agenda for each Committee.	Committee Chairpersons/ Headteacher	ASAP
6	Pupil premium progress review	Headteacher / Inclusion leader	Summer term governing board meeting
7a	SIP Updates for Steering Committee	Headteacher/Chair of Governors	Steering committee meeting
8a	Steering Committee to review governing board development plan and skills audit	Development Governor/ Steering Committee	Steering committee meeting
9b	Submit SFVS	School Business Manager	31 st March 2018